



# MATERIEL

*Dispatch*

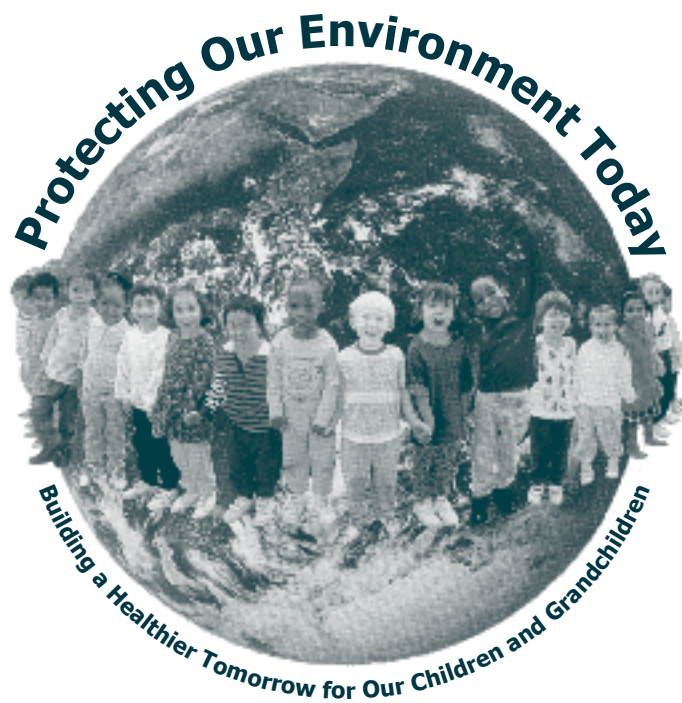
LOGISTICS MANAGEMENT NEWSLETTER

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**Office of Acquisition  
and Materiel Management**

## VA *Celebrates* **EARTH DAY**



*See article on page 10*



**SPRING 2003**

## A MESSAGE FROM CHARLES E. ROBERSON

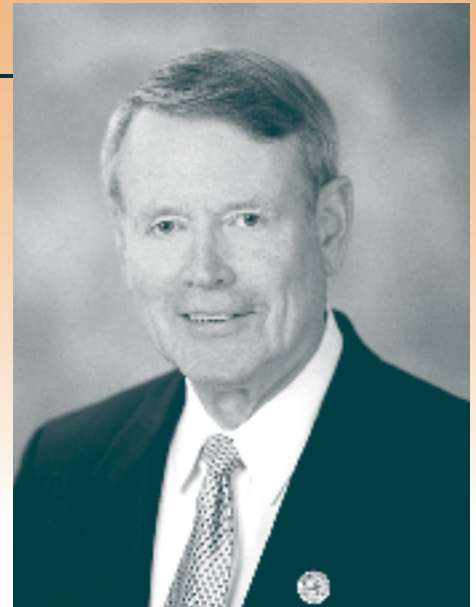
ASSOCIATE DEPUTY ASSISTANT SECRETARY FOR  
PROGRAM MANAGEMENT AND OPERATIONS

In this issue of the Materiel Dispatch, I want to highlight the Denver Distribution Center (DDC). The DDC partners with VA's Prosthetic and Sensory Aids Service, Audiology and Speech Pathology Service, Blind Rehabilitation Service, other VA services, and other Government agencies to provide hearing aids, batteries, and accessories; prosthetic socks and related items; aids for the blind or visually impaired; and orthopedic items to over 769,000 active disabled veterans worldwide. Add to that, the DDC operates the sole hearing aid repair facility within VA.

"Putting Veterans First" is not just a motto, it's a way of life and the main reason the 64 employees of the Department of Veterans Affairs (VA), Office of Acquisition and Materiel Management, Denver Distribution Center (DDC), come to work every day, according to Executive Director, Jim Sandman.

"Being afforded the opportunity to give something back to the men and women who sacrificed so much to maintain the freedoms that we Americans enjoy today is simply an honor – it's the best job in the world," said Sandman, a career VA employee whose career spans more than 29 years.

The majority of veterans receiving services from the DDC are hearing impaired and reside throughout the United States. However, local veterans or veterans traveling through the Denver area will frequently stop by the facility for repair service. "These caring professionals have always given me great service," said 78



year old World War II veteran, Joe Ross, of Lafayette, Colorado. Ross, who arrived in the European Theater shortly after D-day in 1944, has been visiting the DDC for several years to receive hearing aid repair services.

"It's not uncommon for veterans like Mr. Ross to drop by just to say, 'hello' and request a little fine tuning," says Electronics Work Leader Joe Candelaria, who has been with the DDC for 14 years. "I enjoy seeing our veterans face-to-face, you know, the personal touch."

The DDC, established in 1952, is colocated with five other VA activities situated near the foothills of the Rocky Mountains in Lakewood, Colorado.

"This facility provides 'one-stop shopping' for area veterans," said Sandman. In addition to the DDC, the facility is also home to VA's Regional Office; Community-Based Outpatient Clinic; National Cemetery Administration's Memorial Service Network III; Regional Counsel; and the Rocky Mountain/Midwest Regional Office of Public Affairs. The building also houses various service organizations which provide support to veterans throughout the region.

Quality customer service is the rule at the DDC. As a result, it was named "Trophy Winner" of the Secretary of VA's Robert W. Carey Quality Award for 1998. The annual award is in memory of Carey, who was a publicly recognized VA "Quality Leader" and a champion of excellence in the Federal Government. The honor goes to those organizations within VA whose main emphasis is improving quality in the workplace, as well as continuing to develop innovative processes to benefit veterans and their families.

The DDC is constantly striving to improve excellence in customer service. "The key to our success is to afford veterans like Mr. Ross with the best medical products and services available," said Sandman.

As the DDC begins the 21<sup>st</sup> century, it looks forward to further improving its standards of quality, value, timeliness, and convenience as a competitive, responsible facility, accountable to taxpayers.

NOTE: A DDC customer service representative is only a phone call or e-mail away – phone (303) 914-5145 or e-mail [ddc.csd@mail.va.gov](mailto:ddc.csd@mail.va.gov).

## Barcoding IV Bags

There have been many questions regarding placing barcode labels on ward stock IV bags to support the Bar Code Medication Administration (BCMA) system. As mentioned in our SPD monthly conference call on August 27, 2002, SPD must not relabel any pharmaceuticals, including IV solutions. Labeling of pharmaceuticals is regulated by the FDA and is a major concern of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).

The Office of Acquisition and Materiel Management (OA&MM) supports SPD buying and stocking IV solutions for all wards and setting up pharmacy as a secondary and stocking it with the solutions. OA&MM does not support SPD labeling the solutions. OA&MM supports what is in the BCMA minutes regarding this issue. The manufacturer of the solutions should be required to label the inside bags with the barcode label, but,

*"Until that happens, pharmacy is responsible for labeling all ward stock items. This now includes IV bags. If another service in the medical center is responsible for the distribution of these bags, some provision for labeling these bags before delivery will need to be made."*

This statement is from the minutes of the BCMA training conference - Version 2.

*Bobby L. Osburn*

## MATERIEL MANAGEMENT SEMINARS

The 2002 Materiel Management Seminars were a great success. The final Seminar was held in Baltimore, MD, and had over 120

participants. The diverse group of attendees came from the Office of Acquisition and Materiel Management (OA&MM), Veterans Health Administration (VHA), National Cemetery Administration (NCA), and Veterans Benefits Administration (VBA). Thanks go to Gary J. Krump, former Deputy Assistant Secretary for Acquisition and Materiel Management; Charles E. Roberson, Associate Deputy Assistant Secretary for Program Management and Operations; Bob McKenna, Director, Materiel Management;



Bobby Osburn; and John Hinson for his continued support and assistance in providing information that made the seminars a success.

OA&MM is very excited about the seminars scheduled in Fiscal Year 2003. The Materiel Management Seminar Committee is made up of individuals from OA&MM, VHA, NCA, and VBA. Currently they are working on the new agenda and you will find that it is packed with new presentations, more breakout sessions, and a variety of guest speakers.

Overall, a special thank you goes to the presenters and all those who worked behind the scenes to make sure we were attentive to your needs.

The upcoming seminar will be held in the following city:

- Providence, Rhode Island Aug 26 – 28

*C. Carter*

## Office of Acquisition and Materiel Management (OA&MM's) CAPITAL LEASING PROGRAM

If your facility or organization needs equipment that costs \$100,000 or more, consider taking advantage of OA&MM's Capital Leasing Program to spread the purchase cost over as many as 5 years. Many VA facilities and organizations are already using this program to reduce their up-front costs for expensive equipment -- everything from CT scanners and cardiac catheterization equipment to food service delivery systems and mobile health screening vans. Whether you need surgical microscopes, telecommunications equipment or a new dictation system, the Capital Leasing Program benefits facilities and organizations that need equipment now but can't pay the full purchase price this year.

Participants in the Capital Leasing Program pay for their equipment in installments --- spread out from 1 to 5 years --- under a lease-to-own arrangement with a minimal service fee to cover administrative costs. The facility or organization buying the equipment determines the length of the lease and can pay off or pay down the lease balance at any time. This "early buyout" feature facilitates wise use of end-of-year funds.

The Capital Leasing Program offers other advantages too. Equipment purchased under this arrangement receives the same leveraged purchase discounts given equipment purchased outright. Lease payments, budgeted only in the amount of annual payments, can be made from either equipment or operating funds. Finally, the lease service fee cost is a low 5 percent on the declining balance for VA customers and 6 percent for other Government agencies.

For more information on how the Capital Leasing Program can help your facility or organization, please contact one of the following individuals in OA&MM's Chief Financial Office:

Peter Campbell - [peter.campbell@mail.va.gov](mailto:peter.campbell@mail.va.gov) or (202) 273-6125

Steve Graves - [steve.graves@mail.va.gov](mailto:steve.graves@mail.va.gov) or (202) 273-6124

Or go to the OA&MM homepage at:

<http://vawww.va.gov/oa&mm/financial/caplease.htm>

*Peter Campbell*



## COUPLE ON THE RUN



MYSTIC PLACES MARATHON, ROCKY NECK STATE PARK  
OCTOBER 27, 2002

Troy Johnson, Chief SPD, Tennessee Valley Healthcare System, and his wife, Cathie Johnson, Cashier, Tennessee Valley Healthcare System ran the Memphis Marathon and did not have any intention of running another marathon. For the past 12 years, they had been running in the local 5K and 10K road races, and some friends convinced them to go the distance and run the 26.2 (Marathon).

In September 1997, this Memphis Marathon mailed out applications for the marathon to be run in December. When Cathie and Troy received the application, they saw the date the

marathon was scheduled was their 25<sup>th</sup> wedding anniversary, December 7. They thought what better way to celebrate their anniversary than running a marathon together. Troy convinced Cathie that in order to be able to run the Memphis Marathon, they should run a couple of marathons prior to the Memphis Marathon. In October 1997, they ran the Cinergy Marathon in Indianapolis, and in November 1997, they ran the Chickamauga Marathon in Georgia; then the Memphis Marathon on December 7, 1997, on their 25<sup>th</sup> wedding anniversary, and then they were hooked on running marathons.

They joined the 50 States and DC Running Club and decided to run a 26.2 marathon in every state plus DC. Troy set a schedule up that would have them running in all the states and DC within a 5-year period from October 1997 to October 2002. For the last 5 years, they have ran an average of 12 marathons a year. In order to get to as many states as possible each year, at times they had to run as many as three marathons in a month. One of their exciting times was running in Portland, Oregon, one weekend and Portland, Maine, the next weekend. In September and October of 2001, they ran six marathons.

On October 26, 2002, they accomplished their goal of running a marathon in every state and DC, when they finished the Mystic Marathon in Connecticut that was their 60<sup>th</sup> marathon.

*Troy Johnson*



## SPD AWARDS

*Supply, Processing, and Distribution (SPD)  
and Materiel Management Stars are Honored  
During National Acquisition and Materiel Management Week*

During a live satellite TV broadcast on November 7, 2002, attended by the Deputy Secretary of Veterans Affairs, the Honorable Leo S. Mackay, Jr., Ph.D., the 2<sup>nd</sup> annual SPD/Materiel Management Awards were presented.

Managers were selected based on their ability to manage all areas of responsibility effectively, achieve significant cost savings, exceed educational requirements, and provide superior customer service. This year's nominees came from a variety of backgrounds in SPD and Materiel Management.

The Office of Acquisition and Materiel Management (OA&MM) honored managers and technicians in three categories: Traditional SPD, SPD Preparation and Decontamination, and Inventory Management. Winners were invited to attend a ceremony in Washington, DC, at VA Central Office to celebrate the occasion and receive their certificates and plaques.

Gary J. Krump, former Deputy Assistant Secretary for Acquisition and Materiel Management, presented the awards.

This year's award winners are:

Manager of the Year Traditional SPD	Bruce Looney VAMC Phoenix, AZ
Manager of the Year SPD- Inventory Mgmt.	Debbie Wyatt VAMC West Palm Beach, FL
Manager of the Year SPD- Prep and Decon	Tom Hibdon VAMC Little Rock, AR
Technician of the Year Traditional SPD	David Rogers VAMC Indianapolis, IN
Technician of the Year SPD- Inventory Management	John M. Buckley VAMC Miami, FL
Technician of the Year SPD- Prep and Decon	Elizabeth Smith VAMC Ann Arbor, MI

*C. Joseph*



**Left to Right:**

John Buckley, Tom Hibdon, Charles E. Roberson, Elizabeth Smith, David Rogers, Bruce Looney, Bobby Osburn, Debbie Wyatt, and Bob McKenna

## SUPPLY, PROCESSING, AND DISTRIBUTION (SPD) CERTIFICATION REQUIREMENTS

**P**rior to requesting Level 2 Certification Tests, supervisors must verify that the employee has achieved a minimum score of 80 percent on each of the 10 Level 1 chapter post-tests. Instruction for Level 1 is to be given in a classroom setting.

Upon completion of Level 1 instruction and testing, Level 2 (SPD Certification Test) may be requested. The test must be proctored, and employees have a maximum of 4 hours to complete. The employee must take the complete test at one time and the test must not be kept at the facility longer than 30 days. Please verify and ensure the following information is included in your request.

1. Station number and location
2. To whom the test is mailed:  
Name, Title, and Mail Routing Symbol  
Street Address

City, State, Zip Code  
Contact Phone Number

3. Include who the test is for:

Name (the way it should appear on the certificate)

Last 4 digits of the Social Security Number

Complete home mailing address  
(Street, City, State, Zip Code)

Request may be mailed, faxed, or e-mailed to Lelia Thomas-Lakey and/or Chris Joseph at VA Central Office.

Please return completed test via FedEx. All first-class mail is processed using a special technique, and this process damages the test.

*C. Joseph*

## Agency Asset Management System (AAMS)

**T**he Department of Veterans Affairs (VA) Office of Acquisition and Materiel Management is in the process of rolling out and implementing the Agency Asset Management System (AAMS). The primary goal of AAMS is to simplify and improve internal screening, eliminate duplicate data entry, reduce paperwork, increase Federal agency reutilization, and maximize VA's returns on the sale of personal property.

The system will replace our current, nonautomated, and inefficient internal excess property screening practices, such as the advertising of excess property via the VA Property Managers Mail Group. Currently, the

process of internal screening is done manually by submitting Standard Form (SF) 120 for reporting excess property to General Services Administration (GSA), SF 122 for transfer of excess property and SF 126 for the sale of surplus property.

AAMS will provide automated data systems link for VA facilities and Federal agencies nationwide to meet the Federal requirements for reporting excess personal property. At the end of VA's internal screening cycle, any property that is still available will be automatically passed to Federal Disposal System (FEDS) where other Federal and state agencies can compete for the property.

VA has adopted AAMS as its system of choice for managing, reporting, and tracking excess and surplus property within VA.



## *Steps to Implement Mirrored Secondary with Barcoding*

For use with primary inventories that don't have a secondary, in order to show usage, inactivity, and long supply, you must issue to a secondary.

1. If this is a new primary inventory, create the primary inventory with all applicable data. Do not assign the fund control point until you are ready to go active.
2. If this is a new primary inventory, populate the inventory point with all items to be managed. Ensure the 'group category' field is filled in so you can auto-generate orders; set normal stock levels and reorder points.
3. Create a secondary inventory point, set up like the primary, except when asked "Keep Perpetual Inventory?" - answer - "No".
4. Copy the primary to the secondary. When it asks you if you want to copy the stock levels and reorder points, answer yes.
5. Edit the Secondary Inventory Point parameters. At the "Keep Perpetual Inventory?" prompt, answer "yes".
6. Edit the Primary Inventory parameters. Assign a fund control point to the primary.
7. Label the inventory shelves with Secondary labels. It would be a good idea to maintain primary labels in a book or file for possible use later (see next step).
8. If you are establishing the primary and secondary for the first time- Establish on-hand quantities for each item in the primary. Set the on-hand quantity for each item at the normal stock level. One way to do this is to scan the primary label and enter the normal stock level as the quantity on-hand, then upload when done. Maintaining a master file or book with primary labels attached inside would be beneficial for this step and any time you may have to adjust the primary inventory.
9. Inventory the shelves using the secondary label and input the exact count sitting on the shelf. Process the distribution order as normal. This will adjust the primary on-hand quantities to the actual level sitting on the shelf.
10. Auto-generate the primary to generate 2237s as necessary.
11. As orders come in, receive them into your primary inventory.
12. Repeat steps 8-10 routinely to run the inventory.

M. Ostrow





# PRESS RELEASE

## *The Certification Board for Sterile Processing and Distribution*

### **Health Care Certification Agency Announces Agreement with the Department of Veterans Affairs**

*(June 15, 2002, Annandale, New Jersey and Washington, DC)*

The National Institute for the Certification of Healthcare Sterile Processing and Distribution Personnel (NICHSPDP) today announced an agreement with the U.S. Department of Veterans Affairs (VA) in which NICHSPDP will offer certification activities for VA central services and sterile processing personnel. NICHSPDP is a freestanding certification board – the only sterile processing certification program accredited by the National Commission for Certifying Agencies (NCCA), in the past, the VA administered its own certification program for central services and sterile processing professionals, but recently indicated an interest merging with the internationally recognized certification board.

"The VA selected NICHSPDP as its certification program for its competency-based certification process and because of its NCCA accreditation," states Bobby L. Osburn, Team Leader, Materiel Management Assistant Staff for the VA, NUCHSPDP's certification process includes contracting with the Chauncey Group International in Princeton, New Jersey, for all psychometric, test development, job analysis, test administration, and scoring services. Osburn went on to note another consideration for this selection is the fact that NICHSPDP is also accredited by the Veterans Administration

and approved by the Defense Activities for Non-Traditional Educational Support (DANTES) of the United States Military.

NICHSPDP certification will be voluntary for VA employees; the VA will continue to provide educational and certification programs for its professionals. Per the agreement, all current VA certificants will be given a six-month period to apply to NICHSPDP, which will recognize their VA credential. After the six-month grandfather period, VA employees seeking NICHSPDP certification will apply and obtain certification using the standard process. NICHSPDP will maintain certification and re-certification for these individuals.

"NICHSPDP is very pleased with this collaboration," says Nancy Chobin, RN, NICHSPDP's Executive Director. "With this agreement, the VA and NICHSPDP have moved another step closer toward the goal of one certification organization for sterile processing and distribution personnel."

NICHSPDP currently offers three levels of certification (technician, supervisor and manager) and will offer a new certification for surgical instrument processors beginning October 2002. NICHSPDP, a nonprofit organization, was created in 1988 to serve the certification needs of the central service/sterile processing professional, and is the certification arm of The American Society for Healthcare

Central Service Professionals, a nonprofit organization affiliated with the American Hospital Association whose mission is to provide education, networking, recognition, membership advocacy, and professional practices to promote innovative ideas toward

the future direction and growth of the Central Service/Sterile Processing professional.

For more information, visit NICHSPDP's web site at <http://sterileprocessing.org>.

# VA Celebrates EARTH DAY

April 22, 2003 marked the 33<sup>rd</sup> anniversary of Earth Day. Founded in 1970 by then Wisconsin Senator Gaylord Nelson, Earth Day made environmental protection a national issue. More than 20 million people celebrated the first Earth Day, which led to the creation of the U.S. Environmental Protection Agency, and to passage of the Clean Air Act, the Clean Water Act, and the Endangered Species Act. Today, more than three decades later, Earth Day is celebrated globally in myriad ways at home, at school, in the community, and at the Department of Veterans Affairs (VA).

VA observed Earth Day 2003 with a variety of activities designed to foster good environmental stewardship. In a press release issued by the Department's Office of Public Affairs, Secretary Anthony J. Principi reaffirmed VA's commitment to the environment and called on all VA employees to "help protect our natural resources by getting involved in their own communities," as well as at their facilities.

VA employees nationwide responded to the Secretary's call by conducting or



participating in such events as tree-planting ceremonies, environmental awareness seminars, and recycling fairs. More than 1,200 visitors and customers visited the "Green Purchasing Awareness" events hosted by the VA Medical Centers in Dallas, Texas; Hines, Illinois, and Oklahoma City, Oklahoma, and by VA Central Office (VACO). The Fargo, North Dakota VA Medical Center and Regional Office Center observed "Earth Week" with activities

ranging from a grounds cleanup to tethered hot air balloon rides.

At the VACO Earth Day Program held on April 22nd, environmental leaders from the federal and private sectors joined William H. Campbell, VA's Environmental Executive and Assistant Secretary for Management, and Charles E. Roberson, Associate Deputy Assistant Secretary for Program Management and Operations in the Office of Acquisition and Materiel Management, in delivering remarks that focused attention on the need to build a healthy, sustainable environment. Rebecca R. Wodder, President of American Rivers, addressed the historical significance of Earth Day, while John H. Howard, Jr., the Federal Environmental Executive, shared insights into the Administration's environmental agenda.

Another highlight of the VACO Earth Day program was the "Butterflies," a group of preschool children from the U.S. Kids Development Center, who took center stage to sing "This Land is Your Land." Mr. Campbell commented on the children's enthusiasm for this event and the importance of protecting our environment today, in order to build a healthier tomorrow for our children and grandchildren—the theme of VA's Earth Day 2003 celebration.

The VACO program concluded with a presentation of VA's top environmental award, the *Closing the Circle Award* to Delores T. Blake and William West, representing the Beverly National Cemetery Team, Beverly, NJ, and to Sharon Ricketts Williams of the VA Illiana Health Care System. Mr. Campbell and Mr. Roberson expressed the Department's

appreciation to the winners for their innovative recycling efforts.

Three VA *Closing the Circle Award* nominees also received recognition for winning Honorable Mentions: John A. Flowers of the Carl T. Hayden VA Medical Center, Phoenix, AZ, for his desert landscaping project; Stephen P. Quigley of the Northampton VA Medical Center, Leeds, MA, for his use of environmentally preferable products and reduction of hazardous waste; and, the Engineering, Environmental Management and Acquisition and Materiel Management Services Team of the North Florida/South Georgia Veterans Health System, Gainesville/Lake City, Florida, for their recycling program.

The Office of Acquisition and Materiel Management (OA&MM)—sponsored the VACO Earth Day celebration, and also launched a new Earth Day web page on its Environmental Affairs—Greening VA web site. OA&MM invites you to visit the site at <http://www.va.gov/oa&mm/recycle/earthday.htm>, to view VA's 2003 Earth Day poster, program, a summary of the VA *Closing the Circle Award* winning projects, and examples of VA field activities in support of Earth Day. OA&MM plans to expand the web page by posting the program speakers' remarks and a video clip of the program.

For more information about Earth Day or VA's Environmental Affairs Program, please contact Barbara Matos, Environmental Program Specialist in the Office of Acquisition and Materiel Management at [barbara.matos@mail.va.gov](mailto:barbara.matos@mail.va.gov) or (202) 273-6121.

*Barbara Matos*

OA&MM MATERIEL DISPATCH



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